

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
HARRISON COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2004
Through June 30, 2005**



**CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
www.auditor.ky.gov**

**105 SEA HERO ROAD, SUITE 2
FRANKFORT, KY 40601-5404
TELEPHONE (502) 573-0050
FACSIMILE (502) 573-0067**



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

Independent Accountant's Report

Robbie Rudolph, Secretary, Finance and Administration Cabinet
The Honorable Jerry Casey
Harrison County Property Valuation Administrator
Cynthiana, Kentucky 41031

We have performed the procedures enumerated below, which were agreed to by the Harrison County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for period July 1, 2004 through June 30, 2005. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Harrison County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2005), to determine if amounts are accurate.

Finding -

The Harrison County PVA's office does not maintain a formal set of ledgers for receipts and disbursements. Monies received were deposited into the official's bank account and disbursements were recorded in the checkbook. The bank account was reconciled on a monthly basis without a formal listing of outstanding checks and deposits in transit.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded receipt from the City of Cynthiana agreed to amount confirmed. We were unable to confirm the amount paid by the City of Berry. Cynthiana and Berry are the only cities within Harrison County that pay the PVA for the annual assessment.



Robbie Rudolph, Secretary, Finance and Administration Cabinet
The Honorable Jerry Casey
Harrison County Property Valuation Administrator
(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

Budgeted statutory contribution of \$30,368 compared favorably with the amount paid by the county. Total paid by the county (\$31,191) was \$823 over the amount budgeted. Four payments in the amount of \$7,797.75 each were deposited into the PVA's local account during the period July 1, 2004 through June 30, 2005.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure is for official business. Review all credit card statements (if any) to determine if expenditures are for official business.

Finding -

Recorded expenditures agreed to cancelled checks and supporting documentation. Proper purchasing procedures appear to have been followed.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

Recorded expenditures agreed to cancelled checks and supporting documentation. Proper purchasing procedures appear to have been followed.

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

Only one lease agreement for a copier was discovered. The agreement appears to be appropriate, for official business, and properly authorized.

Robbie Rudolph, Secretary, Finance and Administration Cabinet
The Honorable Jerry Casey
Harrison County Property Valuation Administrator
(Continued)

7. Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

Finding -

PVA does not appear to have overspent in any of the account series.

8. Procedure -

Determine if collateral is necessary for the PVA's funds. If necessary determine if the PVA was sufficiently collateralized for the year and if a collateral agreement exists.

Finding -

PVA's combined bank balance did not exceed FDIC coverage during the period July 1, 2004 through June 30, 2005. No additional collateral was necessary.

9. Procedure -

Determine whether timesheets are completed, maintained, and support hours worked.

Finding -

The Harrison Co. PVA's office did not maintain timesheets during the period July 1, 2004 through June 30, 2005.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the PVA and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen
Auditor of Public Accounts

Engagement fieldwork completed -
February 14, 2006